

PLANNING ASSISTANT

DISTINGUISHING FEATURES

The fundamental reason the Planning Assistant position exists is to perform complex and specialized case file preparation functions in the Community Development/Planning Systems Department. Works as a team with Associate Planners, Planners, Senior Planners, Project Coordination Managers, legal and technical staff preparing case files, hearing agendas, and legal notices for City Council, Planning Commission and Development Review Board. The Planning Assistant exercises some initiative and independent judgment in the performance of their job duties. This classification is not supervisory. Work is performed under the general supervision of the Project Coordination Manager.

ESSENTIAL FUNCTIONS

Establishes electronic and hard copy files of case reports; Update and maintain CDS database records system

Prepares and logs case report files, stipulation documents, legal notices, 300 foot notice, agendas, ordinances and General Plan amendments

Reviews documents for clarity, conciseness, accuracy, and completeness

Coordinates graphic requirements and property owner mailing lists for each case

Prepares, assembles, and distributes copies of case reports to City Council, Planning Commission, Development Review Board and Project Coordination Manager

Drafts and submits legal notices to newspapers, produces site postings and ensures postings are completed within required legal time frame

Assigns hearing dates and sets up tentative study session/final hearing agendas

Notifies applicants, property owners, and school districts of hearing dates, times, locations and posts copies of hearing agendas within legal time frame

Purges approved/closed case files and submits to the Records Department

Prepares and maintains case files and minutes for public access via the City's web site

Attends boards or commission meetings. Coordinates special meetings with board/commission chairman. Serves as staff contact to board/commission members

Responds to complaints and inquiries/requests for information, verbally and in writing

Schedules appointments and meetings for Project Coordination staff.

Attendance and punctuality are essential functions of this position

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Research methods
Personal computer functions/skills, software applications, word processing and database management; ie: Microsoft Office programs, preferably WORD, EXCEL, Access and Exchange
City ordinances, code enforcement and zoning regulations
Community Planning processes and terminology
Legal requirements of public notice posting
Formatting correspondence and reports

Ability to:

Comprehend and make inferences from written material

Operate a variety of standard office equipment including telephone, computer equipment, including a telephone, fax machine, and a calculator that requires continuous and repetitive arm, hand and eye movement

Prepare documents with proper sentence construction, excellent spelling, grammar, punctuation, and appropriate formatting

Establish and maintain effective working relationships with co-workers, management, city council, boards and commission members, employees from other departments, outside agencies, and the general public

Assume leadership in organizing work team priorities for day-to-day work assignments

Prepare reports and input data into a computer, PC, or terminal; involving eye hand coordination and repetitive movement

Comprehend, analyze and act on written material and verbal/or written instructions

Prioritize work efficiently, manage time skillfully, produce requested work within required time limits while attending to considerable detail and follow up

Communicate effectively, verbally and in writing

Provide quick turn around in response to changes needed in work product

Maintain a high degree of proficiency, accuracy, and professionalism in a high pressure and deadline driven environment

Education & Experience

Requires any combination of training, education, and experience equivalent to two years responsible clerical experience and preferably one year experience in a planning or public agency environment or advanced coursework in planning or a closely related field.

FLSA Status: Non-exempt

HR Ordinance Status: Classified